



Staff Counsel II or III (Specialist) - Permanent-Full Time

The Office of Real Estate Appraisers (OREA) has a vacancy for a Permanent Full-Time Staff Counsel II or III (Specialist). OREA is located at 1102 Q Street, Suite 4100, Sacramento, CA 95814

Duties of the position include:

- Counsel works with broad discretion and independence, reviews the basic to very complex investigative files and all matters submitted to the Attorney General (AG) for prosecution.
- Prepare cases for formal hearing drafting orders and memoranda concerning petitions for reconsideration, removal of restrictions, or reinstatement, and decisions after rejection, reconsideration and/or remand.
- Review proposed decisions received from the Administrative hearings after the AG represents the Office of Real Estate Appraisers (OREA) and make recommendations.
- Respond to discovery requests and prehearing motions.
- Respond to inquiries from the public and employees.
- Review and write legislative proposals/analyses.
- Ensure that OREA regulations, policies, procedures and practices are revised and up-to-date.

Desirable Qualifications:

- Integrity, initiative, dependability, good judgment and ability to work cooperatively with others.
- Excellent attendance.
- Excellent interpersonal skills.
- Ability to work well under pressure and within mandated timeframes.
- Patience and tact in dealing with the public, staff members and others.
- Ability to function independently or as part of a team.
- Ability to interpret and apply laws, rules, regulations, policies and procedures

Salary Range: Staff Counsel II \$5638 - \$7828 and Staff Counsel III \$7682 - \$9478

Who may apply:

Current State employees at the Staff Counsel II or III (Specialist) level, individuals who are transferable to the class or those with list eligibility. **Priority consideration will be given to SROA/Surplus employees. Please attach SROA/Surplus information to your application. Please indicate RPA# 08-010 on your application.**

Submit Applications to:

Department of Real Estate
Human Resources
P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0802

For information on the position contact:

Bob Clark
Director
(916) 440-7879

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

Final Filing Date: May 15, 2009

Applications may be obtained from the SPB website at <http://www.spb.ca.gov>
Applicants will be screened based on the Necessary/Desirable Qualifications shown above
and only those most qualified will be invited to interview.